



Department of Veterans Affairs

ORDER FOR SUPPLIES OR SERVICES

***THE PURCHASE ORDER NUMBER MUST
APPEAR ON ALL PACKAGES AND
PAPERS RELATING TO THIS ORDER.**

ISSUING OFFICE (If blank, same as "Ship To")

Department of Veterans Affairs

REQUESTING OFFICE

VENDOR

○

○

SHIP TO THIS ADDRESS ONLY:

F.O.B. POINT

TYPE OF ORDER

☐ PURCHASE ORDER
(Subject to terms and
conditions on reverse or
attached sheets)

PROPOSAL DATED

MAIL INVOICE TO THIS ADDRESS:

GOVERNMENT B/L NO.

☐ DELIVERY ORDER
(Subject to terms and
conditions of the contract)

CONTRACT AND/OR INVITATION NO.

DISCOUNT TERMS

DELIVERY TIME

SHIP VIA

(CAUTION: This address for billing purposes only.)

ITEM NO.	DESCRIPTION	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY SHIPPED	AMOUNT BILLED

AUTHORITY FOR AND/OR METHOD OF PURCHASE

TOTALS ►

TYPED NAME AND SIGNATURE OF AUTHORIZED PURCHASING OR CONTRACTING OFFICER

DO NOT COMPLETE IF SUBMITTING COMMERCIAL INVOICE

SHIPPING POINT

GROSS SHIPPING
WEIGHT

VENDOR'S INVOICE NO.

*PURCHASE ORDER OR REQ. NO.

DATE OF PURCHASE ORDER OR REQ.

MAIL CHECK TO (If different from Vendor's address above)

FUND CERTIFICATION: The supplies/services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been obligated.

APPROPRIATION AND ACCOUNTING SYMBOLS

SIGNATURE OF VENDOR

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